

SANDY CITY  
APPROVED POSITION SPECIFICATIONS

|                           |                    |                       |                        |
|---------------------------|--------------------|-----------------------|------------------------|
| I. <u>Position Title:</u> | Engineering Intern | <u>Revision Date:</u> | 08/06                  |
|                           |                    | <u>EEO Function:</u>  | Streets/Hiways         |
|                           |                    | <u>EEO Category:</u>  | Administrative Support |
|                           |                    | <u>Status:</u>        | Non-Exempt             |
|                           |                    | <u>Control No:</u>    | 50501                  |

II. Summary Statement of Overall Purpose/Goal of the Position:

Under the general direction of the City Engineer, or designee, performs various projects relating to development review, impact fees and bond releases

III. Essential Duties:

- Coordinates development reviews with City departments.
- Calculates permit fees and bond requirements.
- Tracks and issues bond releases.
- Answers engineering related questions from City employees, citizens, contractors, etc.
- Completes special projects as assigned by the City Engineer.
- Communicates research/technical findings and recommendations to Engineering Division and/or Public Works Management
- Assists with office filing and other clerical tasks.
- Performs other duties as assigned

IV. Qualifications:

**Education:** Graduation from high school with some engineering experience; student in civil engineering, construction management and/or related field preferred; valid Utah Driver's License required.

**Probationary Period:** A three-month probationary period is a prerequisite to this position.

**Knowledge of:** General knowledge of principles and practices of civil engineering; effective research techniques; computer capabilities and applications, including word processing, spreadsheets and AutoCAD.

**Communication Skills:** Ability to professionally furnish and obtain information from other City departments and those outside the City; excellent writing and research skills; ability to communicate through written and oral presentations.

**Tool, Machine and Equipment Operation:** Requires the use of a personal computer, printer, copy machine, fax machine, 10-key and telephone.

**Analytical Ability:** Ability to prioritize tasks; work well under pressure and impending deadlines; relate well with a variety of persons under varying circumstances; ability to gather, organize and analyze data related to various operational challenges.

V. Working Conditions:

Moderate mental pressure present due to deadlines and multiple priorities. Some field work may be required.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior description for the same position. Management reserves the right to add or change duties at any time.